

CHRIST CHURCH OYSTER BAY

Facilities Use Form

- Facility Rates
- Facilities Request Form
- Regulations for Use of Christ Church Facilities

Please review all pages and complete the requested information. Return the form along with the Security Deposit to the Parish Office. Attach additional pages if necessary. If you have any questions, please contact the Parish Administrator at the parish office: (516) 922-6377 ext 101 or e-mail office@christchurchoysterbay.org.

Facility Rates

Schedule of Suggested Donations for Facilities Use

As of January 1, 2011

LOCATION	SUGGESTED DONATION
Parish Hall (40-125 people)	\$300-\$500
<i>Fees are for 4-hour rental</i>	
Lectures/meetings (chair setup only)	
Member/community partner	\$150
Non-member	\$300
<i>Event over 4 hours</i>	\$25 each additional hour
Party/dinner up to 75 people (table, chair, food setup)	
Member/community partner	\$300
Non-member	\$500
Party/dinner up to 130 people (table, chair, food setup)	
Member/community partner	\$375
Non-member	\$575
<i>Event over 4 hours</i>	\$50 each additional hour
St. Hilda's Room (max 25 people)	\$100
Roosevelt Library (max 15 people)	\$50
Seabury Conference Room (max 12 people)	\$35
Kitchen	
Food catered outside (no kitchen use)	No charge
Food prepared on site	\$100-\$200
Church (for concerts, lectures, etc.)	\$200 (up to 2 hours)
<i>(subject to Rector's approval)</i>	\$50 each additional hour
Church (for weddings)	N/A – speak with Rector
Sexton's Services (set-up, clean-up, security)	\$150

Our sexton is on duty throughout the time of your party to oversee the church's security and be available for modest levels of support for your event.

****A non-refundable security deposit of \$100 is required for each event.**

Facility Request Form

Date of Request: _____

Requested by: _____

Name of Group: _____

Address: _____

Contact Name: _____

Phone Number: _____

Email: _____

Describe Intended Use: (if necessary, please attach additional pages)

Date(s) Requested: _____

From _____ am/pm To _____ am/pm

Person(s) in Charge of Event

1) Name: _____

Title _____

Day Phone / E-mail _____

2) Name: _____

Title _____

Day Phone / E-mail _____

Estimated Attendance: _____

Facilities Area Requested (check all that apply):

- Church
- Parish Hall
- St. Hilda's Room
- Roosevelt Library
- Kitchen (NO food prep)
- Kitchen (food prep)

Equipment Needed: (e.g., audio/visual, party equipment, electrical needs)

Set-up of premises needed? Y / N
Please attach details/diagram, if applicable.

When will access to the building be needed, both for set-up and for event itself?

Who will be present (responsible) during event?

Who will secure and close building after the event?

Will outside publicity be used? Y / N If yes, what type?

Other arrangements/ special needs?

I have read thoroughly and agree to comply with all regulations regarding the use of Christ Church Parish Facilities.

Signature: _____

Print Name: _____

Date: _____

If you have any questions, please contact the Parish Administrator:
(516) 922-6377 ext 101 or e-mail office@christchurchoysterbay.org.

Facilities Regulations for Use of Christ Church

Various groups may use the facilities of Christ Church for private events, following established guidelines. The following regulations for the use of all parish facilities and grounds are outlined below. These guidelines have been established to ensure that the facilities and grounds are properly maintained and preserved. Each request will be approved by committee before consent for use is given. In order for your use to be approved, these regulations must be complied with.

I. The application process:

- * The Rector and Wardens of Christ Church have the right to approve or deny the request for usage depending on what they deem as “appropriate use” of parish facilities. Dates and times for use of parish facilities may be further determined by availability on the Parish’s master calendar.
- * All interested parties must submit the attached “Request for Use of Parish Facilities” form to Christ Church for approval. Additional copies of these forms may be obtained from the Parish Office, or printed from our website. All requests must be submitted as early as possible and at least four weeks prior to the first day of requested use. Notification of approval or denial will be sent accordingly.
- * A security deposit of \$100.00 is required at the time an application for the use of the facilities is made and an interview conducted. This deposit is refunded following the event if no damages are made to the property and the facilities are left in good order, otherwise it is retained. Ten days prior to the event, contributions (see schedule of fees) are received. If the event is cancelled, the security deposit may be forfeited.
- * A Certificate of Liability Insurance in the amount of \$1,000,000.00 (one million) which designates the “Wardens, Vestry and Clergy of Christ Church” as loss payee may be required as a condition for permission to use the parish facilities. Proof of Insurance is required prior to event date, without exception.

Please Note:

- * Failure to comply with regulations will terminate any further usage of Parish Hall by that individual or organization.
- * The selling of any items on parish property must be approved in writing by the Rector and Wardens of Christ Church.
- * The Parish Office(s), all classrooms and all second floor and lower (basement) level areas are strictly off limits during all functions. It is the responsibility of the user to enforce this restriction. Any resulting damage or disturbance of these areas during an event may result in forfeiture of security deposit and additional damage cost.

II. Set-Up:

- * It is the user’s responsibility to provide Christ Church with a layout of the room use, including arrangement of tables, equipment, sound system, etc.
- * It is the Sexton’s responsibility to handle actual room set-up, including table and chair arrangement.
- * Access must be requested for set-up prior to the event.

III. Clean Up:

- * All tables and chairs must be returned by the users to their proper storage place after use.
- * All areas used for preparing and eating of food, including the kitchen, must be thoroughly cleaned with appropriate cleaning agents, provided by the user.
- * All litter and garbage must be bagged and taken out to the storage shed by the end of the function. Bags will be provided.
- * If the kitchen is used, all utensils, dishes and other glassware must be properly washed and put away, all counters wiped clean and all areas left in "as found" condition.
- * Windows must be closed and latched, all lights turned off and the facility properly secured.

IV. Decoration/Art:

- * Decorations on all interior walls and hallways are to be attached to existing cork stripping or hooks, where available. Any additional or more extensive plans for decorating (exclusive of classrooms) must be approved in advance.

V. Audio/Visual Systems:

- * Only a parish-approved technician may operate any audio and/or visual system that belongs to the parish.
- * Audio/visual systems imported for an event are the responsibility of the outside group, and must be approved by the parish prior to any use.

VI. Alcohol, Tobacco and Drugs: (the following represents Diocesan policy)

- * Smoking is not permitted within any facility of the parish.
- * The use of illegal drugs is not allowed on parish property.
- * The use of alcohol on parish property must conform to the following Diocesan guidelines:
 - a) Non-alcoholic beverages should be made available and should be presented as attractively as alcoholic beverages.
 - b) All beverages should be identified clearly as "with" or "without" alcohol.
 - c) If beverages are to be sold, non-alcoholic beverages should be less expensive than alcoholic ones.
 - d) Food should always be available when alcoholic beverages are served.
 - e) Food with alcohol content should be labeled as such, for those who are chemically sensitive.
 - f) Persons under the legal drinking age should not be permitted to serve or to be served alcoholic beverages, including beer and wine.
 - g) Time limits should be set and followed (i.e. wine during the meal) when alcohol is to be served.

VII. Pets/Animals:

- * Pets and animals are not allowed within any facility of the parish unless they are part of an approved event or needed for medical reasons.

VIII. Facilities Management:

* In the event that any damage to the facility (or equipment) used occurs, a recommendation will be made to the Rector regarding the cost of correcting the damage. The group using the facility must cover any and all damages.

* If deemed necessary, the Rector may contract a cleaning service if the facility is not properly cleaned after its use. The cost of that service will be passed on to the user of the facility. This may include payment to parish maintenance staff at an equivalent rate to each individual's hourly wage.

* Any damage to the facilities or equipment must be reported to the Parish Office within 24 hours of the use of the facility.

If you have any questions, please contact the Parish Administrator at the parish office: (516) 922-6377 ext 101 or e-mail office@christchurchoysterbay.org.